



## Information Memorandum

Oregon Department of Human Services

Originating Cluster:

**Seniors and People with Disabilities**

Date:	<b>June 23, 2003</b>	IM Number:	<b>SPD-IM-03-052</b>
To:	Area Agency on Aging Directors AAA Program Managers and Staff CHS Central Office Managers CHS SDA Managers CHS SDA Assistant Managers	CHS/SPD All Staff CHS/SPD Line/Program Managers County DD Program Managers County Mental Health Directors SPD Central Office Staff	
	<b><u>NOTE:</u> Only AAA/CHS managers and supervisors and TA's overseeing senior and physically disabled service programs are invited to attend. This is technical training and is not intended for case managers or other partners.</b>		
From:	Naomi Steenson, DHS-SPD Program Coordinator		
Subject:	<b><u>REVISED</u> Training Schedule and Clarification of Enrollment for SPD/AAA Managers' Training on Case Management &amp; Client Assessment</b>		

**Message:** This Information Memorandum is an update to the previous IM-03-050 of June 10, 2003. The June 18, 2003 La Grande session and the June 25, 2003 Medford sessions have been canceled. A new July 10, 2003 session in Salem has been added.

This IM is also to clarify that these upcoming sessions are technical training, specifically designed for managers who oversee programs serving seniors and people with physical disabilities. At present, only those managers are invited to attend. It is strongly recommended that all the appropriate managers, supervisors and program technical assistants participate in this training in order to meet state expectations for management oversight of these programs.

The training will cover the latest changes in the service priority rules, how to review service cases and client care plans, and guidance for providing technical assistance to case management staff. Several managers will present their reviewing practices and insight. This training will also provide information on the federal waiver review, which will be conducted by the Centers for Medicare and Medicaid.

Due to the interest of a wide range of audiences, a separate training will be offered sometime in the future. If you signed up for this training and you do not directly manage one of these programs serving seniors and physically disabled adults, please cancel your registration.

All training days begin at 9 a.m. and end by 3 p.m. The following dates and sites have been scheduled:

**Mon., July 7, 2003** - State Office Building 800 NE Oregon St, Rm 140, Portland (metered parking and a parking garage nearby)

**Tues, July 8, 2003** -Westminster Presbyterian Church, 1624 NE Hancock, Portland

**Thursday, July 10, 2003** - Courthouse Square, 555 Court St NE, Senator Rm, Salem (free street parking available in this downtown section)

**Tues., July 15, 2003** - Courthouse Square, 555 Court St NE, Senator Rm, Salem (free street parking available in this downtown section)

**Wed., July 16, 2003** - Parkway Building, 2580 Broadway, Rm 6, Salem (limited visitor parking, additional parking across the street at Fred Meyer)

**Wed., July 23, 2003** - City of Springfield Building, 225 5th St., Springfield

Please register online for this training at <http://www.dhs.state.or.us/training/>. Look for the listing of SPD/AAA Managers' Case Management and Client Assessment Training. For registration information, contact Amy Namitz as listed in the contact information below. For questions regarding the training, please contact Kathy Labadie at (503) 945-6462 or Judy Giggy at (503) 947-1179.

*If you have any questions about this information, contact:*

Contact(s):	Amy Namitz at Keizer Training Center		
Phone:	(503) 378-8908	Fax:	
E-mail:	Amy.R. Namitz@state.or.us		